



## VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

P. O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur  
Odisha - 768018, India

Website: www.vssut.ac.in, E-mail: registrar@vssut.ac.in, Ph. (0663)2430573, Fax - 2430592

No. VSSUT/EXAM/ 4494

Date: 12.09.2019

### TENDER CALL NOTICE

Scaled tenders are invited from all registered Firms/Printing Press having valid PAN and GST clearance certificates for supply of blank answer books to be delivered at Examination Section of VSSUT, Burla, on the specifications and terms and conditions available in the University website www.vssut.ac.in. The bidder must submit their bids only by Speed post/ Registered post by 4.00 PM 30 September, 2019.

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*12.9.19*

REGISTRAR

Memo No. VSSUT/EXAM/ 4495(22)

Dated 12.09.19

Copy to:

- 1) M/s Display lines, 219, Saheed Nager, Bhubaneswar-751007 with a request to publish the above advertisement in one issue of the Odisha daily edition (ALL ODISHA EDITION) of THE SAMAJ and the Odisha edition of THE INDIAN EXPRESS using minimum space on or before 14.09.2019 at I & PR approved/lowest rates. The bills may be sent to the Comptroller of Finance, VSSUT, Burla - 768018 in triplicate along with copies of the paper in which the publication is made for necessary payment.
- 2) The University/Department Notice Board for wide publicity.
- 3) Dean F& P, with a request to hoist the tender call notice in the University web site for wide publicity.
- 4) All HODs for information with a request for wide circulation.
- 5) The Comptroller of finance for information and necessary action.
- 6) P. A. to V.C. for information of Hon'ble Vice- Chancellor.

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*12.9.19*

REGISTRAR

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*12.9.19*

## SECTION I:

## INVITATION FOR BID (IFB)

Registrar, Veer Surendra Sai University of Technology, Burla invites sealed tenders from all registered Firms/ Printing Press having valid PAN and GST clearance certificate for supply of **Blank Answer Books to be delivered at the Examination Section** of VSSUT, Burla. The bidders having experience of supply of such items to Educational Institutions shall be given preference. The bidders are required to accept all terms & conditions mentioned in the tender document. VSSUT, Burla reserves the right to reject any or all offers without assigning any reason thereof. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected. Tenders received after the due date and time will not be entertained.

The bidders may download the Tender Documents directly from the website available at <http://www.vssut.ac.in>. The bidder is required to include an EMD of ₹ 20,000.00 (Rupees twenty thousand only) in the form of demand draft in favor of VSSUT, Burla payable at Burla. In case of any bid clarification, responsibility lies with the bidders to collect the same from the website and the purchaser shall have no responsibility for any delay/omission on part of the bidder.

The address for communication and receipt of bid document is:

**THE REGISTRAR**  
**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA**  
**At – Burla, Po- Burla Engineering College, Dist.– Sambalpur -768018,**  
**Tel. No. 0663-2430211, Fax No. 0663-2430204**

## SECTION – II: GENERAL TERMS AND CONDITIONS

GENERAL TERMS & CONDITIONS OF CONTRACT FOR SUPPLY OF BLANK ANSWER BOOKS TO BE DELIVERED AT THE EXAMINATION SECTION OF VSSUT, BURLA.

1. EARNEST MONEY DEPOSIT (EMD). All bidders are required to submit EMD of ₹20,000/- (Rupees Twenty thousand only) in shape of Demand draft drawn in favor of "VSSUT, Burla" payable at Burla. The EMD shall be in Indian Rupees.

NOTE: Non- submission of EMD or submission of less EMD than the desired one shall result in rejection of Bid. The EMD deposited against other Bids cannot be adjusted or considered for this Bid. No interest is payable on EMD.

2. PROCEDURE FOR SUBMISSION OF BID.

The Bid shall be submitted in sealed envelopes as under: -

- a) Should contain the demand draft for the

Earnest Money Deposit (EMD)

- b) Tender Document (as given in Annexure I, II, III) duly signed by the bidder at respective page and all photocopies of the necessary documents to be submitted along with the GST Regd. No. certificate, valid PAN No. etc. The sealed tenders/quotations may be submitted within due date and addressed to "REGISTRAR, VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA", subscribing as "Tender for blank answer books for office of the Controller of Examinations". The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be submitted to the office by registered or speed post to be reached within the due date. The bidder must put his seal and signatures on each page of the bid.

### 3. TERMS AND CONDITIONS OF CONTRACT

3.1 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign undertaking along with bid document that he/she has read the complete tender document and will abide by its terms & conditions.

3.2 The bid shall contain no eraser or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

3.3 Bid Documents are not transferable under any circumstances.

3.4 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc. VSSUT, BURLA reserves the right to terminate the contract.

3.5 The Earnest Money Deposit will be refunded to the unsuccessful bidders subject to receipt of the request letter from the firms for release of the same.

3.6 The successful bidder will have to supply the printed materials at Examination Section of VSSUT, BURLA as per items and Rate as given in the Annexure attached with price schedule/document to this Tender Document.

3.7 The successful bidder will submit bill in triplicate to Controller of Examinations, VSSUT, BURLA for payment. Payment will be as far as possible made within one month from the date of receipt of bill and after 100% delivery of blank answer books, after deduction of tax as per rules through A/c Payee Cheque or to be transferred to his/her account through electronic system mode.

3.8 These are only proposed draft terms & conditions and can be modified/changed or added at the time of finalization and issue of PO.

3.9 Conditional/Incomplete/offers not conforming to tender document will be rejected.

3.10 Specifications of blank answer books are given in Annexure II.

4. The price should be valid for a period of not less than 60 days from the date of opening of bid.

5. The materials should be delivered within a period of thirty days from the date of issue of Purchase Order (PO) by the University.
6. VSSUT, Burla does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
7. The bidder must submit a **sample copy of paper quality** and a **sample copy of the blank answer book** supplied to any institution along with the tender document.
8. VSSUT, Burla reserves the right to increase or decrease the quantity for procurement.
9. The purchase committee will decide the bidder for award of contract on the basis of lowest quoted price on total final cost of both the End Semester and Mid Semester answer books only.

*Leah*  
12.9.19  
Signature

Name (In block letters): \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the firm: \_\_\_\_\_

Address: \_\_\_\_\_

Tele No: \_\_\_\_\_

Date: \_\_\_\_\_

ANNEXURE – I

EMD

Bidding Document for supply of printed examination materials for the use in Examination section of VSSUT, BURLA.

PARTICULARS OF THE EMD

1. NAME OF AGENCY: \_\_\_\_\_

2. LAST DATE & TIME FOR RECEIPT OF TENDER: \_\_\_\_\_

4. DETAILS OF EMD:

a) AMOUNT: ₹ 20,000/- (RUPEES TWENTY THOUSAND ONLY)

b) NAME OF BANK: \_\_\_\_\_

c) PAY ORDER/BANK DRAFT NUMBER & DATE: \_\_\_\_\_

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

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## **ANNEXURE – II: Specification of Blank Answer Books**

Bidding Document for supply of printed examination materials for the use in Examination section of VSSUT, BURLA.

1. NAME OF BIDDER: \_\_\_\_\_

2. ADDRESS OF BIDDER: \_\_\_\_\_

Specification	Quantity
<p>Paper Quality: 60 Gram per Square Meter (GSM). White colour base all internal pages. Cover Page 80 Gram per Square Meter (GSM). 2. Answer Books should be stitched by thread (not pinned). 3. No. of pages including cover page should be as follows: a. Mid Semester Answer Book: 16 Pages b. End Semester Answer Book: 28 Pages 4. Front pages must be printed as attached. 5. Inside pages must be printed as attached. 6. Dimension of the paper: 205 mm (Breadth) × 325 mm (Length) 7. Colour of the Print (Cover page and inside pages): a. Mid Semester Answer Book: Blue b. End Semester Answer Book: Olive Green 8. Serial Number to be printed on the front page of both types of answer books. 9. Every Answer book of both types must have security punch (V S S U T). 10. Water mark of VSSUT University logo should be in every pages of Answer book of both types. 11. There must be page numbering including the cover page.</p>	<p>Approximately 1,00,000 nos. for each of End Semester and Mid Semester.</p>

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

Telephone: \_\_\_\_\_

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**ANNEXURE – III**

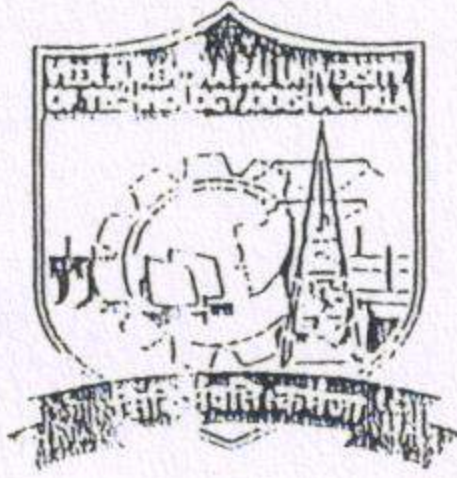
The rates must be mentioned in the table given below inclusive of all taxes.

Item name	Rate per unit in ₹	Quantity	Total Cost (Inclusive of all charges, taxes, etc.) in ₹
End Semester answer book		1,00,000	
Mid Semester answer book		1,00,000	
Total Final Cost (in ₹)			

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL.)

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(To be filled in by the candidate)

Ex.B.Tech./Dual Deg./B.Arch/Int.M.Sc./M.Sc/M.Tech./  
 MCA/ M.Phil./Ph.D./B.Tech. Nov./April 20 \_\_\_\_\_  
 Subject \_\_\_\_\_  
 Branch \_\_\_\_\_ Sem \_\_\_\_\_  
 Sec./Spl. \_\_\_\_\_  
 Date of Examination \_\_\_\_\_  
 Additional : Sl. No. \_\_\_\_\_  
 Total Additional : \_\_\_\_\_  
 Full Signature of Invigilator \_\_\_\_\_  
 Date: \_\_\_\_\_

REGISTRATION NUMBER

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

(Please blacken the required circle)

Signature of Candidate

Controller of Examinations

INSTRUCTION TO CANDIDATES	Question No.	Marks Awarded
	1. Candidates are instructed to write their answer on both sides of the answer paper. 2. Candidates are not permitted to talk with each other in the Examination hall. No one should try to give any help to other or try to seek any help from others inside or outside the Examination hall. 3. Candidates are not allowed to leave the Examination hall during the first hour from the commencement of the Examination. Further they are not allowed to leave their seats in course of Examination until and unless they submit the answer books and question papers to the invigilator.	a)
b)		
c)		
d)		
e)		
4. Candidates are required to write the subject and date of the Examination, Registration number etc. in the space provided on the printed cover page of the main and additional answer books only.	Q 2	
5. Candidates are advised to write their registration number and blacken the required circle below the digits of registration number.	Q 3	
6. Candidates are not allowed to write any thing on the question paper in the course of Examination.	Q 4	
7. No programmable calculator, cell phone, any other electronic gadget or incriminating material is allowed in Examination Hall.	Total Marks Secured	
8. Answer to any particular question must be done at one place sequentially.	(In words)	
9. Infringement of any of the rule printed above by a candidate will render him/her liable to expulsion from the Examination hall and such other penalty as the Examination Committee may deem fit to impose.		
10. The evaluated answer book shall be shredded after one year from publication of the result.	Full Marks	20

Full Signature of Candidate  
(After Evaluation)

Date:

SERIAL: MS No. \* \* \* \* \*

Full Signature of Examiner

Date:





VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

ANSWER BOOK

END SEMESTER EXAMINATION

(To be filled in by the candidate)

Ex.B.Tech./Dual Deg./B.Arch/Int.M.Sc./M.Sc/M.Tech./  
MCA/ M.Phil./Ph.D./B.Tech. Nov./April/July 20\_\_\_\_\_

Subject \_\_\_\_\_

Branch \_\_\_\_\_ Sem \_\_\_\_\_

Sec/Spl. \_\_\_\_\_

Date of Examination \_\_\_\_\_

Additional : Sl. No. \_\_\_\_\_

Total Additional : \_\_\_\_\_

Full Signature of Invigilator

Date:

REGISTRATION NUMBER

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

(Please blacken the required circle)

Signature of Candidate

Controller of Examinations

INSTRUCTION TO CANDIDATES		Question No.	Marks Awarded
1. Candidates are instructed to write their answer on both sides of the answer paper. 2. Candidates are not permitted to talk with each other in the Examination hall. No one should try to give any help to other or try to seek any help from others inside or outside the Examination hall. 3. Candidates are not allowed to leave the Examination hall during the first hour from the commencement of the Examination. Further they are not allowed to leave their seats in course of Examination until and unless they submit the answer books and question papers to the invigilator. 4. Candidates are required to write the subject and date of the Examination, Registration number etc. in the space provided on the printed cover page of the main and additional answer books only. 5. Candidates are advised to write their registration number and blacken the required circle below the digits of registration number. 6. Candidates are not allowed to write any thing on the question paper in the course of Examination. 7. No programmable calculator, cell phone, any other electronic gadget or incriminating material is allowed in Examination Hall. 8. Answer to any particular question must be done at one place sequentially. 9. Infringement of any of the rule printed above by a candidate will render him/her liable to expulsion from the Examination hall and such other penanlty as the Examination Committee may deem fit to impose. 10.The evaluated answer book shall be shredded after one year from publication of the result.	a)		
	b)		
	c)		
	d)		
	e)		
	f)		
	g)		
	h)		
	i)		
	j)		
	Q2		
	Q3		
	Q4		
	Q5		
	Q6		
	Q7		
	Q8		
	Total Marks Secured		
	(In words)		
	Full Marks	70	

Full Signature of Candidate  
(After Evaluation)

Date:

SERIAL: ES No. \* \* \* \* \*

Full Signature of Examiner

Date:



Q.No.

Answers

DO NOT WRITE HERE